

Today

Date

Top 3 priorities

Do now

- ☐
- ☐
- ☐
- ☐

Schedule (when?)

- ☐
- ☐
- ☐
- ☐

Delegate / batch (to whom?)

- ☐
- ☐
- ☐
- ☐

Drop

- ☐
- ☐
- ☐